

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief/PRS

DATE: 15 December 1954

25X1A9a

FROM : 

SUBJECT: Notes for Mr. Baird's Report to Annual Meeting.

1. Collection of Information for Intelligence Purposes.
Delivery of the first edition of 500 copies is expected daily. This manual is the first effort to describe and explain collection comprehensively as a major phase of the collection process. In terms of organization, methods, and procedures it traces the relationships vertically between the President and the individual collector in the field and horizontally among all the IAC agencies. It will be used as a text and reference book in basic O/TR courses and has been requested for reading and reference in various CIA components and the Department of State.
2. Glossary of Intelligence Terminology.
Active work on a revised edition will begin early in 1955. Pre-requisite to it is resolution--chiefly with the DD/P--of questions concerning the glossary's scope and distribution. The glossary project has been undertaken on two assumptions: that a generally satisfactory publication can be produced only by evolution through successive editions and that each edition can be made better than its predecessor only as improvements are proposed by informed readers. Experience thusfar indicates that, despite invitations, individual initiative will produce few such proposals. Consequently, plans for the revised edition include active efforts to collect them.
3. Clandestine Publications.
An extensive revision is nearing completion. This manual deals comprehensively with clandestinely sponsored publications as weapons of political and psychological warfare. It deals with the entire range of the subject, from preliminary surveys through planning, production, and distribution. It is a basic text for persons who already know the fundamentals of such warfare and of clandestine operations in general.

X1A9a